SCORING RUBRIC for PORTFOLIO PRESENTATION
Master of Education / Superintendent Certification Program
Educational Administration
(Revised Spring 2012)

Student's Name: <u>INTERN CANDIDATE</u>　　　PV#<u> P00000000</u>

Appearance/Organization	**Inc./100**

1. 3-ring binder with attractive cover and index tabs
2. Title page for the portfolio
3. Table of Contents
4. Philosophy Statement
5. Personal and Professional Goals and Outcomes
6. ***Demographics and Cultural Study of your School
7. Action Activities (15)
8. Projects/Problems
9. Letter of Administrative Support (pg. 27 Syllabus)
10. Resume
11. Personal Reflections of Internship Experience/Growth
12. Additional artifacts of importance to the intern (Evidence of artifacts for each competency)
13. ***Copy of hours logged and signed by the administrative mentor

*** Must be completed successfully in order to pass ADMN 5503

Points:

95-100 = A: Well documented and organized. Format is accurate, complete
　　　　　　and easy to follow. Excellent, well thought-out portfolio.

85-94 = B: Fairly well documented and organized. Format is mostly accurate,
　　　　　　complete and/or easy to follow. Good quality portfolio.

75-84 = C: Portions may be poorly or inaccurately documented and/or
　　　　　　organized. May not be complete and may be hard to follow.
　　　　　　Adequate portfolio.

65-74 = D: Unorganized, poorly documented, large parts are incomplete and/
　　　　　　or inaccurate. Difficult to follow. Poor quality; shows poor effort.

64 and below = F: Project incomplete, incorrect, and/or inadequate. Work shows
　　　　　　　　little or no effort.

FINAL SCORE **Inc.****/100**

Successful completion of the portfolio presentation with a score of 85 or better is required to pass ADMIN 5503. In addition the score earned on the portfolio presentation will account for 25% of the final grade for ADMIN 5503.

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Date of Presentation

Arthur L. Petterway
Arthur L. Petterway, PhD, Assistant Professor, Program Coordinator

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Practicum Supervisor or Faculty Member

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Faculty Member(s), College of Education Graduate Program